

Regular meeting 03-19-09

Crossville Regional Planning Commission
Regular Meeting
March 19, 2009
4:30 p.m.

The Crossville Regional Planning Commission met in its regular meeting on March 19, 2009. Those members present were: Dave Burgess Chairman, Milke Moser Vice Chairman, Earl Dean and Robert E. Harrison. Others present were: Tom Wolf Director of Engineering, Ted Meadows City Manager, Kevin GIS Administrator/Local Planner, Jonathan Ward State Planner and Sandra Gruber Administrative Assistant. Those members absent were Frances Cunningham and Mayor J. H. Graham, III, William Mayberry is on a leave of absence.

Chairman Burgess called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES OF 2/19/2009.

A motion was made by Robert E. Harrison and seconded by Earl Dean to approve the minutes for February 19, 2009 as written. Motion carried on voice vote. Ayes (4) Burgess, Moser, Dean and Harrison. Absent (3) Cunningham, Graham and Mayberry (leave of absence)

DISCUSSION OF LETTER OF CREDIT EXPIRATION FOR RIVER TRAIL SUBDIVISION, JOSEPH ROBERTSON DEVELOPER.

River Trail subdivision was approved by the Planning Commission on April 17, 2009, subject to proper Letter of Credit (LOC) for the finalization of the road. A LOC was submitted in the amount of \$19,000.00. The road was inspected at the time of its completion and only one item was found to be unsatisfactory. The road lacked proper curb cuts for adequate drainage. The contractor/developer was informed at that time. As the LOC was drawing near its expiration date, Planning Staff requested another inspection from Public Works of the road. The proper curb cuts had not been completed and staff informed him of the nearing expiration of the LOC and that the work needed to be completed or another LOC issued (which would require a request for extension from the Planning Commission). He is currently out of state, but assured Staff that the proper corrections would be made before the actual expiration of the LOC.

Since work has not been completed and no formal request for extension presented, staff recommends that the Planning Commission authorize the City to seize funds of the appropriate amount to correct the drainage issues with the road and these funds only be seized in the event that the developer does not keep his word that the work will be completed before April 17, 2009.

The "Agreement" expired on March 17, 2009. The LOC expires on April 17, 2009. Tim Begley, Public Works Director, believes that the necessary work can be completed for a cost of about \$2,000 and can be done by April 15th.

A motion was made by Robert E. Harrison and seconded by Earl Dean to authorize the City of Crossville to seize the funds to complete the required work (cuts and curbs) if the work is not completed by April 15, 2009 by the developer.

Motion carried by roll call vote. Ayes (4) Burgess, Dean, Harrison and Moser. Absent (3) Cunningham, Graham and Mayberry (Leave of Absence)

MATTERS RELATIVE TO SIDEWALK PLANNING – COUNCILMAN DEAN

Councilman Earl Dean discussed the City's sidewalk program, which is to pave 1 mile of sidewalks per year for the next 10 years. There are presently 110 miles of streets in the city limits of Crossville. He believes that the planning should come from the Crossville Regional Planning Commission and the Director of Engineering to City Council. Sidewalks are needed where children are walking to and from school. Possibly these areas will be funded by the Safe Sidewalks grants through the State of Tennessee. The areas around schools and around the new Library should take top priority.

When plats come in for review, the review should include looking at the installation of sidewalks in the new developments and if possible requiring sidewalks in the area.

A motion was made by Robert E. Harrison and seconded by Earl Dean for City Staff to develop and bring to the April 16 meeting a list of priorities for sidewalks in the city. Motion carried on voice vote. Ayes (4) Burgess, Dean, Harrison and Moser. Absent (3) Cunningham, Graham and Mayberry (Leave of Absence)

STAFF REPORTS- KEVIN DEAN

In House Approvals, Completed:

- a. Blue Castle Estates Re-subdivision of Lots 1 & 2, a simple two lot subdivision located off of County Garage Road has been approved and recorded.

In House Approvals, In Progress:

- a. Gordon W. Selby Plat, simple two lot subdivisions located off East Lane, corrections have been made and are currently placed "On Hold" pending an annexation and sewer infrastructure negotiations with the City after the Highway 127 sewer project is underway.
- b. Industrial Boulevard Part 2, the addition of property cut off on a previous plat added to another piece of property, currently out for correction.
- c. Payne/Owens Subdivision, "On Hold" See Section "D" Other.
- d. Kingdom Hall, "On Hold" See Section "D" Other.

Other:

- a. Attached is a set of two letters that were sent to developers. Mr. Owens submitted a plat to the Planning Commission in June 2008. Mr. White submitted a plat to Staff in February 2009. These two plats are in conflict of each other. Staff has been in contact with the City Attorney in regards to State Law and Subdivision Regulations and he is in agreement with actions taken. Staff has placed "On Hold" Mr. White's plat until the plat Mr. Owens has (which is currently an Active Plat) is resolved. The recommendation that all parties need to meet has been made and is expressed in the attached letters.
- b. Letter to Donnie Meadows, apologizing for the LOC requirements mix up.

To date from July 1, 2008 to present

Total number of Plats	22
Number of Preliminary Lots	21
Number of Final Lots	45
Number of New Lots	28
Fees Collected	\$590.0
Acres	140.797
City road footage	3138'

Letters of Credit:

No actions. All are presently up to date as of March 19, 2009.

STATE LOCAL PLANNER

Our new State Local Planner is Jonathan W. Ward. He is replacing David Starnes.

Other Informal Matters

SPECIAL CALL

Kevin Dean asked the Commission when they could meet in a Special Call meeting to consider the Re-Subdivision of Lots 2 & 3 in the Jan-Mor Subdivision. Chairman Burgess called the meeting for March 24, 2009 at 12 o'clock noon at City Hall.

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TRAINING FOR PLANNING COMMISSION AND STAFF

State Law is that all Planning Commission members must have at least 4 hours training each year and that staff have 8 hours training. It was discussed that we would have our training on a monthly or bi-monthly basis with our State Planner. These will coincide with our Planning Commission meeting and last approximately 1 hour per session.

Respectfully Submitted

Sandra Gruber

Administrative Assistant

8-7-09 S. Burgess Chair

Dave Burgess

Date

Chairman

R. E. Harrison 8/7/09

Robert E. Harrison

Secretary

Date